

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

CALFIRE  
P.O.BOX 944246  
SACRAMENTO, CA 94244-2460



Employee Name	<u>WALTERS, DEL</u>
Expense Dates	<u>07/07/09-08/20/09</u>
Total Expense Amount	<u>1108.00</u>
Amount Due Employee	<u>763.28</u>
Form ID	<u>TEA000506302</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/07	Lodging	121.10	
2)	07/07	Parking, Auto	11.00	
3)	07/08	Parking, Auto	30.00	
4)	08/10	Lodging	79.20	
5)	08/12	Lodging	85.32	
6)	08/19	Lodging	96.16	
7)	08/19	Parking, Auto	25.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by: \_\_\_\_\_

JANET BARENTSON

# **Travel & Expense Account Summary**

Employee Name                      DEL WALTERS  
Expense Dates                      07/07/09-08/20/09  
Report Name                        JulyAugust

Request Total \$    1108.00  
Direct Charge Total -    344.72  
Travel Advances -    0.00  
Net Due Employee = 763.28

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Tahoe Summit	292.66
Regular Travel	SRLT 8-09	131.32
Regular Travel	JAG 8-09	119.20
Regular Travel	FIREScope 7-09	564.82

NOTE: (d)=Direct Charge.

DATE	Tue Jul 7	Wed Jul 8								TOTAL
Commercial Air Fare (d)	303.20									303.20
Dinner	18.00	18.00								36.00
Lodging	121.10									121.10
Parking, Auto	11.00	30.00								41.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Auto Rental (d)		41.52								41.52
Incidentals		6.00								6.00
<b>TOTALS \$</b>	<b>453.30</b>	<b>111.52</b>								<b>564.82</b>

# Travel & Expense Account Summary

DATE	Mon Aug 10	Tue Aug 11								TOTAL
Lunch	10.00									10.00
Dinner	18.00									18.00
Lodging	79.20									79.20
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS \$	107.20	12.00								119.20

DATE	Wed Aug 12	Thu Aug 13								TOTAL
Lunch	6.00	10.00								16.00
Dinner	18.00									18.00
Lodging	85.32									85.32
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS \$	109.32	22.00								131.32

# Travel & Expense Account Summary

DATE	Wed Aug 19	Thu Aug 20								TOTAL
Breakfast	6.00	6.00								12.00
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Lodging	96.16									96.16
Parking, Auto	25.00									25.00
Incidentals		6.00								6.00
Mileage, Personal Auto		115.50								115.50
<b>TOTALS \$</b>	<b>155.16</b>	<b>137.50</b>								<b>292.66</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	FIREScope	07/07/09	Commercial Air Fare	303.20	Direct Charge
Regular Travel	FIREScope	07/07/09	Dinner	18.00	Cash
Regular Travel	FIREScope	07/07/09	Lodging	121.10	Cash
Regular Travel	FIREScope	07/07/09	Parking, Auto	11.00	Cash
Regular Travel	FIREScope	07/08/09	Dinner	18.00	Cash
Regular Travel	FIREScope	07/08/09	Breakfast	6.00	Cash
Regular Travel	FIREScope	07/08/09	Lunch	10.00	Cash
Regular Travel	FIREScope	07/08/09	Auto Rental	41.52	Direct Charge
Regular Travel	FIREScope	07/08/09	Parking, Auto	30.00	Cash
Regular Travel	FIREScope	07/08/09	Incidentals	6.00	Cash
Regular Travel	JAG 8-09	08/10/09	Lunch	10.00	Cash
Regular Travel	JAG 8-09	08/10/09	Dinner	18.00	Cash
Regular Travel	JAG 8-09	08/10/09	Lodging	79.20	Cash
Regular Travel	JAG 8-09	08/11/09	Breakfast	6.00	Cash
Regular Travel	JAG 8-09	08/11/09	Incidentals	6.00	Cash
Regular Travel	SRLT 8-09	08/12/09	Lunch	6.00	Cash
Regular Travel	SRLT 8-09	08/12/09	Dinner	18.00	Cash
Regular Travel	SRLT 8-09	08/12/09	Lodging	85.32	Cash
Regular Travel	SRLT 8-09	08/13/09	Breakfast	6.00	Cash
Regular Travel	SRLT 8-09	08/13/09	Incidentals	6.00	Cash
Regular Travel	SRLT 8-09	08/13/09	Lunch	10.00	Cash
Regular Travel	Tahoe Summit	08/19/09	Breakfast	6.00	Cash
Regular Travel	Tahoe Summit	08/19/09	Lunch	10.00	Cash
Regular Travel	Tahoe Summit	08/19/09	Dinner	18.00	Cash
Regular Travel	Tahoe Summit	08/19/09	Lodging	96.16	Cash
Regular Travel	Tahoe Summit	08/19/09	Parking, Auto	25.00	Cash
Regular Travel	Tahoe Summit	08/20/09	Breakfast	6.00	Cash
Regular Travel	Tahoe Summit	08/20/09	Lunch	10.00	Cash
Regular Travel	Tahoe Summit	08/20/09	Incidentals	6.00	Cash
Regular Travel	Tahoe Summit	08/20/09	Mileage, Personal Auto	115.50	Cash